



*City of Seal Beach*  
211 8<sup>th</sup> St.  
Seal Beach, CA 90740  
562/431-2527  
Ext. 1301



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**ASSISTANT PLANNER**

**SALARY: \$6,022.59 - \$7,320.50 PER MONTH**

**FINAL FILING DATE: THURSDAY, DECEMBER 20 2012, 4:00 P.M.**

**(Or until a sufficient number of qualified applications have been received)**

Under general supervision, performs professional-level tasks in current and comprehensive planning activities, including technical research and report writing. This position also provides information and assistance to developers, the business community, homeowners, architects, consultants, real estate personnel, contractors, City staff, and the general public; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents at this level are required to perform the full range of professional level land use/urban planning activities in the Community Development Department. The Assistant Planner is distinguished from the Senior Planner by the latter's ability to work more independently and by the increased complexity of assignments, scope, and independent judgment exercised in performing assigned work.

The Assistant Planner reports to the Community Development Director. Incumbents normally work under direct supervision, but are also expected to work productively on an individual basis and/or in the absence of a supervisor.

**ESSENTIAL FUNCTIONS:**

Duties include, but not limited to:

- Performs assigned planning projects involving land use issues and related subjects; performs basic research and confers with applicants and agency representatives to identify problems and issues.
- Provides information and assistance to the public at the counter by phone and by e-mail regarding routine to difficult planning-related matters regarding zoning, land use, municipal codes, subdivision regulations, the General Plan, demographic information, and current projects; researches and reviews building and development projects for plan completeness and ordinance compliance; coordinates project review with other City departments or outside entities.
- Receives and reviews permit applications; assesses fees; establishes conditions for project approval by analyzing projects with respect to relevant laws, ordinances, regulations, and City policy; determines methods to reconcile project conflicts with zoning requirements and State environmental laws.
- Prepares and presents professional staff reports of summarized data, conclusions, and recommendations to various bodies as needed.
- Confers with developers, building designers, contractors, architects, and the general public on planning and zoning related matters; interprets planning policies, State laws, and local ordinances and explains procedures.

- Performs field investigations to ensure projects conform to zoning codes, design regulations and/or approved plans; performs design conformance plan checks; assists permit applicants to satisfy conditions of approval.
- Performs various administrative functions for the department, including accepting applications and permits for processing and composing correspondence; maintains and updates land use information in files.
- Assists in the coordination of Community Development projects with other departments and outside agencies.

### **QUALIFICATION GUIDELINES:**

**Knowledge of:** Principles and practices of urban planning; understanding of State and Federal planning, zoning, development and environmental laws; statistical and research methods applied to the collection and analysis of data pertinent to planning.

**Ability to:** Effectively read construction plans, site plans and maps; communicate both orally and in writing and prepare written reports in a format that can be understood by a layperson; use word processing and spreadsheet software to prepare statistical and narrative reports; identify and interpret technical and numerical information; read and interpret regulations; work and deal courteously and effectively with the general public and co-workers.

**Education/Training/Experience:** One year of experience in the planning field, preferably at the community level. Educational achievement equivalent to a Bachelor's degree in Planning, Public Administration or a related field.

**Licenses/Certificates/Special Requirements:** Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

**PHYSICAL AND MENTAL DEMANDS:** *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** While performing the duties of this class, the employee is constantly required to sit, talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms above and below shoulder level. The employee is frequently required to walk and stand in office and field settings and to occasionally reach, lift, carry, and move records and documents weighing up to 20 pounds.

**Mental Demands:** While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with City managers, staff, developers, contractors, architects, officials, the public, and others encountered in the course of work.

**WORK ENVIRONMENT:** The employee typically works in controlled office conditions. The noise level is usually moderate, at and below 85 decibels. Occasional driving is required to attend meetings at various City and off-site facilities, conduct field inspections, and public and private events.

**EXAMINATION:** Those applicants who appear best qualified based on application materials submitted will be invited to any combination of written, performance and/or oral interview to further evaluate their job-related experience, education, knowledge, skills and abilities.

## INFORMATION FOR APPLICANTS

**SELECTION PROCEDURE:** Applications shall be obtained from the Human Resources Department, Seal Beach City Hall, 211 8th Street, Seal Beach, California 90740 or by calling (562) 431-2527 x1301. Applications may also be downloaded from our website at [www.sealbeachca.gov](http://www.sealbeachca.gov). Completed applications must be submitted by mail or in person. Faxes, emails or postmarks will not be accepted. ***City Hall will be closed from December 24<sup>th</sup> through January 1<sup>st</sup> and will reopen on January 2<sup>nd</sup>.*** Appointment is subject to any or all of the following: pre-employment medical, including substance abuse screening, fingerprint processes as well as background investigation. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States.

Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required. The City of Seal Beach is an Equal Opportunity Employer.

**PROBATIONARY PERIOD:** A probationary period of six (6) months must be served by each employee.

**BENEFITS:** The City of Seal Beach offers its employees an excellent benefit package:

**Retirement:** Employees are covered under the California Public Employees' Retirement System.

**Deferred Compensation:** City contributes \$40.00 per payroll period to an ICMA deferred compensation program on behalf of employee.

**Vacation:** 80 - 160 hrs /year based on years of City service.

**Sick Leave:** One (1) eight (8) hour day per month of service.

**Holidays:** 12 Holidays per year.

**Administrative Leave:** 16 hours per fiscal year.

**Insurance:** The City provides a comprehensive insurance program for all full-time employees, including health, dental, vision, life and disability plans. The City also provides for the employee's dependent health insurance. The Holman Group, an employee assistance program, is available to employees and their families for confidential, short-term counseling.

**Life Insurance:** City contributes 100% towards \$50,000 group term life insurance.

**Tuition Reimbursement:** Reimbursement is capped each calendar year at the rate of the California State University system for up to 2 semesters of full-time undergraduate enrollment.

**Section 125 Plan:** Allows employee to set aside funds to cover medical and dependent care expenses (pre-tax dollars).

**NOTE:** *The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.*